

State Water Resources Control Board
Division of Clean Water Programs (Division)
State Revolving Fund Approval-to-Award (ATA) Request

Note: The construction contracts SHALL NOT be awarded until the ATA and attachments have been approved by the Division of Clean Water Programs (Division). Therefore, the applicant should submit this form and the required attachments as soon as possible after the bid opening. Prompt submission will give the Division sufficient time to review and approve the ATA Request. The ATA Request should include information to fulfill all State and Federal requirements.

1. Agency Name and Address	State Assigned Project No. C-06-	
2. Date by which contracts must be awarded (as indicated in contract documents):		
3. Have any protests regarding award of the contracts been received? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date protests were resolved: _____ Attach copies of the protests and resolutions. Contractor Debarred <input type="checkbox"/> Yes <input type="checkbox"/> No (Debarment of Contractor prevents SRF Loan participation)		
4. Project Cost Summary	Total Project	Eligible Project
A. Construction Contract (specify number and contractor's name):	\$	\$
1.	\$	\$
2.	\$	\$
CONSTRUCTION CONTRACT SUBTOTAL	\$	\$
B. Allowances (See SRF Policy):		\$
1. Planning		\$
2. Design		\$
3. Construction		\$
4. Administration		\$
5. Prime Engineering		\$
ALLOWANCES SUBTOTAL		\$
C. Other - Identify	\$	\$
D. Total Project Costs (Summation of A through C)	\$	\$
5. Funds available for construction of the "Total Project":	Amount	
A. Cash on hand	\$	
B. General obligation or revenue bonds	\$	
C. Short term loans or notes	\$	
D. Other Funds – Identify	\$	
E. SUBTOTAL Local funds available (A + B + C + D)	\$	
F. SRF Loan Amount – "Eligible Project" Total	\$	
G. Total Amount Required – "Total Project" cost	\$	
H. Applicant's Amount Required – G minus (E + F) – If this amount is less than zero, provide Att. G.	\$	
6. Also, attach the information requested on page 2.		
THE UNDERSIGNED REPRESENTATIVE OF THE APPLICANT CERTIFIES THAT THE INFORMATION CONTAINED ABOVE AND IN ATTACHED STATEMENTS AND MATERIALS IN SUPPORT THEREOF, IS TRUE AND CORRECT.		
Signature of Authorized Representative		Date
Name, Title and Phone Number of Representative (type or print)		

ATA Request Instructions

6. The recipient must attach the following information to the Approval-to-Award Request:

- A. A legal description of the site on which the project is to be constructed and an opinion signed by competent title counsel describing the interest the applicant has in the site, including information as to any easements and rights-of-way and certifying that the estate or interest is legal and valid. The opinion should also include information as to whether or not:
 - 1. The applicant (or the present owner if fee simple title has not been or is not to be acquired) has good and valid title to the entire site (excluding easements and rights-of-way) free and clear of any pre-existing mortgages, deeds of trust, liens or other encumbrances, which would affect the value or usefulness of the site for the purpose intended;
 - 2. Any deeds or documents required to be recorded in order to protect the title of the owner and the interest of the applicant have been duly recorded or filed for record whenever necessary; and
 - 3. The applicant has complied with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601).
- B. Tabulation of all bids received and the engineer's estimate.
- C. Copy of the bid proposal chosen.
- D. Evidence of advertising (submit a copy of newspaper advertisement for the project).
- E. All MBE/WBE documentation, which includes forms 1 through 6 and documentation that the local Small Business Administration and Minority Business Development Agency centers were contacted at least twelve working days prior to bid opening.
- F. A dedicated source of revenue (ordinance or resolution).
- G. A Wastewater Capital Reserve Fund resolution must be submitted before the Division will issue a loan contract.
- H. Disbursements of SRF funds may take up to 90 days. Some construction costs may be ineligible for SRF funding. Provide a cash flow projection showing the source and expected time of receipt of funds needed to meet project cash requirements. Attachment G is only needed if line 5H is less than zero.